

**JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Project Manager (Development and Production Team)</b>
<b>RESPONSIBLE TO</b>	<b>Head of Qualifications</b>
<b>JOB SUMMARY</b>	<b>To conduct an objective analysis of current processes and procedures with a focus on qualification development and production</b>  <b>To be responsible for delivering change/improvement/efficiency initiatives and creating a comprehensive work plan, documentation and clearly defined success criteria for the team</b>

**MAIN TASKS AND RESPONSIBILITIES:**

- 1. In common with all other staff:**
  - 1.1 To contribute and support IoLET's vision, values and strategic objectives
  - 1.2 To perform the role of a good ambassador for the organisation at all times
  - 1.3 To ensure security and confidentiality of all qualification and examination information handled
  - 1.4 To be proactive and flexible by supporting and assisting IoLET staff and functions as and when necessary
  - 1.5 To promote and develop IoLET qualifications and examinations in collaboration with both CIOL and IoLET staff
  - 1.6 To actively partake in any other duties necessary for the smooth running of the qualifications and organisation
  
- 2. Main Purpose and Scope of the Post:**
  - 2.1 To deliver the complete project from concept through to operation by adherence to standards of scope, budget and timeline
  - 2.2 To translate business needs into a credible, achievable work plan with a focus on incorporating high standards of performance, productivity and flexibility
  - 2.3 To merge company requirements with team goals
  - 2.4 To monitor project progress continuously and make detailed scheduled reports on measurable items, milestones, deliverables and budget
  - 2.5 To communicate proactively with all involved to provide encouragement, identify problems, create solutions, and implement efficiency improvements

**Qualification development and Examination Production**

  - 2.6 To oversee, review, update and monitor development and production work and related documentation across all IoLET qualifications
  - 2.7 To ensure quality assurance across all IoLET qualifications
  - 2.8 To conduct a detailed analysis of existing processes and procedures
  - 2.9 To streamline processes and introduce efficiency initiatives
  - 2.10 To monitor and report on team progress

**3. Knowledge and Experience:**

- 3.1 You will have a proven track record as a Project Manager, with at least 3 years experience of working on change and improvement initiatives
- 3.2 You will have experience of delivering key operational activities in a highly pressurised environment
- 3.3 You will have experience of managing a team on all aspects of performance management
- 3.4 You will have experience of quality assurance systems within an awarding body or similar
- 3.5 You will have extensive experience of line management and staff supervision

**4. Skills and Personal Requirements**

- 4.1 Experience of the educational landscape, and the regulatory requirements relating to the delivery and assessment of qualifications
- 4.2 Strong IT skills including MS Office, database manipulation experience and knowledge of CRM technologies
- 4.3 Ability to demonstrate an understanding of customer service excellence in both written and verbal communication
- 4.4 Ability to focus on targets and results by adjusting workloads and priorities as demands change
- 4.5 Ability to initiate, develop and complete projects to tight deadlines
- 4.6 Excellent and highly developed organisational skills and a good eye for detail
- 4.7 Excellent communicator, manager and team builder
- 4.8 Readiness to undertake visits and travel if required within the UK

The above job description covers the main duties of this position as at October 2017.

The IoL Educational Trust (IoLET) reserves the right to review and revise all job descriptions from time to time according to business need. Any future review or revision will be carried out in consultation with individual members of staff.